

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF MISSOURI**

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Announcement Date:	June 4, 2006
Position:	Case Initiation/Appeals Deputy
Starting Salary:	CL 24 (\$31,113 - \$38,890)
With promotional possibility to:	CL 25 (\$34,340 - \$42,955)
Closing Date:	Open Until Filled

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**POSITION SUMMARY:**

The Case Initiation/Appeals Deputy position is located in the Clerk's Office. The incumbent is responsible for receiving, reviewing and processing official court documents according to federal/local rules and internal operating procedures. Incumbent utilizes the Daily Activity Report to process appeals along with correspondence to the Court of Appeals. The incumbent also serves as the initial public contact for the Clerk's office and provides customer service support to the general public, litigants, other government agencies and the bar.

**JOB REQUIREMENTS:**

Very good communication, clerical skills and computer experience are required. Prior court or legal experience is preferred with an ability to comprehend legal terminology. College degree and/or paralegal certificate is preferred.

**BENEFITS:**

10 Paid holidays	Health Insurance Benefits (variety of plans)
13 Sick days per year accrued	Life Insurance
13 Paid Vacation days for less than 3 years of service	Long Term Care Insurance
20 Paid Vacation days for 3 to 15 years of service	Flexible Benefits
26 paid Vacation days 15 or more years of service	Federal Employee Retirement Plan
Family Medical Leave Act Provisions	Thrift Savings Plan with Investment Options

Position is subject to mandatory Electronic Funds Transfer participation for net pay.

**HOW TO APPLY:**

Submit Resume with cover letter to:	United States District Court Eastern District of Missouri Attn: Jeanne Pattrin (CID-06) 111 So. Tenth Street, Room 3.300 St. Louis, MO 63102
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